



Candidate Information Pack

Pastoral Support Worker

January 2025



Charnock Hall Primary Academy
A L.E.A.D. Academy



Contents

Welcome from the CEO	3
About L.E.A.D. Academy Trust	4
Working at Charnock Hall Primary Academy	6
Benefits of being part of L.E.A.D. Academy Trust	7
Ofsted Information	8
How to apply	9
Job description and Person specification	10



Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it’s like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A ‘can-do’ attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff



A message from the Headteacher

Welcome to Charnock Hall Primary Academy (CHPA) and thank you for showing interest in becoming part of the CHPA team.

I look forward to hopefully working with you in the future, so I can support you to be the very best you can be, in order for pupils to be the best they can be!

Good luck.

Mr P M Burgess – CHPA Headteacher



About Charnock Hall Primary Academy

CHPA was opened on 1st February 2017 following the closure of Charnock Hall Primary School. The Academy is part of the L.E.A.D. Multi-Academy Trust following the conversion from Sheffield LA.

CHPA is located around 4 miles from Sheffield city centre, in the ward of Birley. CHPA is situated on the very outer edge of the Sheffield/Derbyshire authority borders.

There are currently 407 pupils on role within the Academy, which is slightly below the capacity of 420. Pupils enter CHPA in YR (Reception) at the age of 4 and leave at the end of Y6 age 11. Each year group contains 2 classes, both containing up to 30 pupils. Classes are all single year groups, there are no mixed age classes.

CHPA received its most recent Ofsted visit in January 2020, achieving a Good rating in all areas. Since that inspection, CHPA has continued to go from strength-to-strength with data in all key areas (EYFS, Y1-PSC, Y2 SATs, Y4-MTC & Y6 SATs) all being consistently above national averages. In addition to this, the CHPA curriculum is wide and ensures that pupils are provided with an education that is knowledge, skills and experiences rich.

We aspire for CHPA to be an outstanding hub of the community, where highly skilled staff nurture, develop and inspire a happy, inclusive learning environment, so all pupils are equipped with the academic and social skills for their current and future life long journey, to be the best they can be. CHPA is built on 3 core Values and we want pupils to be Big Thinkers!, Big Hearted! & Big Dreamers! in order for them to be the best they can be!



Benefits of being part of the Trust



Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

“Leaders have made sure that the curriculum is broad and balanced. Detailed plans are in place for all subjects. It is clear how pupils will build knowledge and skills in each subject, year on year.”

Ofsted

“All staff share a strong, ambitious vision for the future of the school. Leaders know what they need to do to continue to improve the school.”

Ofsted

“There are lots of opportunities to practise and develop reading, writing and mathematics skills. Staff build positive relationships with parents and carers.”

Ofsted



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to : amandadobb@charnockhallacademy.co.uk

CLOSING DATE: 23rd February 2025

INTERVIEWS: We expect interviews to take place 28th February 2025

OPPORTUNITIES TO VISIT CHPA: We would like to offer you the opportunity to visit CHPA in order to meet the team and pupils. Visits have been organised for the following dates/times.

- Friday 31st January 2pm
- Monday 3rd February 330pm
- Friday 7th February 9am
- Tuesday 11th February 4:30pm
- Thursday 13th February 9am

Please contact Amanda Dobb, to book yourself a place on a tour.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: amandadobb@charnockhallacademy.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Head of School,
Huntingdon Academy

Job description

Key responsibilities and accountabilities

Job Title: Pastoral Support Worker

Pay Scale: NJC 10-15 pro rata £26,835 to £29,093

Hours: 24 hours per week term time only (39 weeks).

Location: Charnock Hall Primary Academy

Line Manager: Louise Fotheringham

Job purpose:

To enable all pupils to engage in education and develop their sense of belonging by providing support to reduce the impact of barriers to learning. This will involve working with pupils, staff and parents/carers to make sure effective policies, procedures and support are in place.

Main Responsibilities:

- Identify strategies to help overcome individual pupils' barriers to learning.
- Use systems to monitor the behaviour and progress of pupils who are receiving or require targeted pastoral interventions.
- Co-ordinate the development of pupils' individual pastoral support plans and review ongoing progress towards set goals.
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning. Ensure any transition for pupils leaving the school are in place and effective.
- Promote high standards of behaviour and consistently implement the school's behaviour policy.
- Work within the Inclusion Team regarding interventions and investigations.
- Assist in establishing good relationships with pupils, parents and carers and provide information about progress within pastoral plans and next steps as appropriate.
- Provide advice to teachers on behalf of the Inclusion team, when required.
- To calm and diffuse difficult situations involving pupils and manage challenging behaviour of individual pupils as required.
- Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential or sensitive information.
- To ensure all incidents of inappropriate behaviour are logged and if necessary, passed on as appropriate for further action, e.g. racist, homophobic language/actions.
- To be first aid trained and ensure any incident involving a child being hurt/ becoming ill is reported to parents within the required timeframes and the relevant documentation is completed.
- To work as part of the Inclusion team to identify needs and implement strategies to support pupil needs and monitor the impact of interventions. Participate in senior leadership meetings, as required.
- Build positive relations with parents/carers to encourage family involvement in their child's progress.
- Communicate with parents/carers about specific support in place for their child.

- Assist parents/carers with any information they need to support their child.
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs.
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs.
- Maintain accurate records of interventions and relevant meetings.
- Facilitate the transfer of relevant pupil information inside and outside the school.
- Complete relevant paperwork required by external agencies.

Influencing and Managing Relationships:

- Headteacher
- External Contractors
- Parents and carers
- Senior Leadership Team
- Staff

Other Academy Specific Responsibilities:

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> A level of numeracy and literacy sufficient to carry out the duties of the post Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification 	E	D
Skills and knowledge	<ul style="list-style-type: none"> Good verbal communication skills appropriate to the need to communicate effectively Good listening skills Knowledge of the barriers to learning that pupils may face Tailoring plans and interventions to individual pupils Able to prioritise own workload and to work to deadlines Ability to build and form good relationships with pupil, colleagues and other professionals Able to follow direction from a line manager and work in collaboration with the team 	E E E E E E E	
Experience	<ul style="list-style-type: none"> Experience of using basic cleaning equipment Experience of working in a school or similar establishment Willing to undertake a range of training 	E	D D
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility Recognition of the importance of personal responsibility for health and safety Patient and calm Wants to provide the best possible opportunities for all pupils Organised, good time management, proactive and self-motivated Upholds and promotes the ethos and values of the school Able to work under pressure and prioritise effectively Maintains confidentiality at all times 	E E E E E E E E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS Ability to reach, bend and carry out some heavy lifting Willing and able to work outside of usual school hours 	E E E	



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

L.E.A.D. Academy Trust
5a The Ropewalk
Nottingham
NG1 5DU

Email address:

amandadobb@charnockhallacademy.co.uk

Phone number:

0114 2396083